



BuySpeed Online Accessing Bids/Request for Proposals

Log into Harris County Purchasing website: <http://www.hctx.net/purchasing>

Click on Bid Listing on the left side bar menu

Type in Login ID & Password, then click on “Login”

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <https://bids.hctx.net/bso/login.jsp>. The page header includes a "Welcome To Harris County" banner and the "BuySpeed Online" logo. Below the logo, a welcome message states: "Welcome to the Harris County Purchasing Agent BuySpeed Online application. Please click on this link for [Registration Instructions](#)." Two main links are provided: "Register" (with subtext: "Register here to begin using Harris County. Vendors, please read this [disclaimer](#) prior to registering.") and "Open Bids" (with subtext: "View open bid opportunities."). A login form is displayed with fields for "Login ID:" and "Password:", and a "Login" button. Two red arrows point from a text box labeled "Type in your username and password." to the Login ID and Password fields. The footer contains the copyright notice: "© 2007 Periscope Holdings, Inc. All Rights Reserved".

It is strongly encouraged that you log into BuySpeed Online **first** before downloading a bid or proposal document. This will ensure that you will receive email notifications of any addendum changing bid/proposal information.

Seller Administration Tab – This is your company’s administrator of your account.

You can update your company’s profile:

- update address, phone/fax numbers, commodity codes, etc.
- update your email address, password, add login questions
- add users to your company’s profile

The screenshot shows the Harris County Purchasing Agent website. The top navigation bar includes links for NIGP Code Browse, My Account, Customer Service, and About. Below this, a secondary navigation bar has links for Home, Org Maintenance, User Maintenance, and Add User. The main content area is titled "Maintenance Home Page for: Pat" and contains three sections: "Maintain Organization Information", "Maintain Users on this Account", and "Add Users on this Account". Each section has a brief description and a small icon. A red arrow points to the "Seller Administrator" tab in the top right corner.

Seller Tab

The following section appears under the Seller Tab:

News and Information – this section will be used to relay general information to vendors.

Open Bids – all available jobs

Closed Bids – no longer receiving bids.

The screenshot shows the Harris County Purchasing Agent website with the Seller Tab selected. The top navigation bar includes links for NIGP Code Browse, My Account, Customer Service, and About. Below this, a secondary navigation bar has links for Home, POs, Bids, Contracts, and Quotes. The main content area is titled "Home - Welcome Back Pat Martin" and contains two sections: "News and Information" and "Open Bids". The "Open Bids" section contains a table with columns for Bid #, Buyer, Description, Bid Opening Date, Pre-Bid Conference, Bid Q & A, Create Quote / View Auction, and Bid Holder. A red arrow points to the "Seller" tab in the top right corner, and another red arrow points to the "View More..." link below the table.

News ID	Effective Date	Category	Title
2	06/18/2007	Notices	Specifications

Bid #	Buyer	Description	Bid Opening Date	Pre-Bid Conference	Bid Q & A	Create Quote / View Auction	Bid Holder
07.0248	Tony Riddle	Plumbing Supplies	07/16/2007 02:00:00 PM		View	online quote not allowed	
07.0247	Tony Riddle	Welding Supplies	07/16/2007 02:00:00 PM		View	online quote not allowed	
07.0246	Damon Harris	Screw Fasteners	07/16/2007 02:00:00 PM		View	online quote not allowed	
07.0245	Laurie Wainwright	Ambulance Services	07/16/2007 02:00:00 PM		View	online quote not allowed	
07.0244	ENG- Engineering Dept.	Concrete Roadway & Parking Lot	07/23/2007 02:00:00 PM	Scheduled	View	online quote not allowed	

Click on the Bid # that you are interested in.

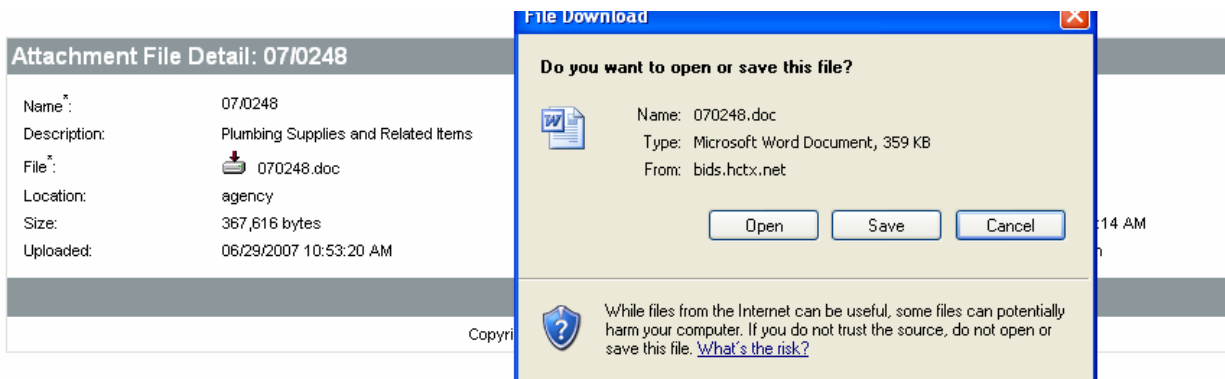
The Bid Header Information screen appears. To download the specifications to your pc, click on the Attachments link (07/0248).

Bid Solicitation: 07/0248						
Header Information						
Bid Number:	07/0248	Description:	Plumbing Supplies		Bid Opening Date:	07/16/2007 02:00:00 PM
Purchaser:	Tony Riddle	Department:	HC - Purchasing		Location:	ADM - Administration
Fiscal Year:	07	Type Code:	BD - Bid		Allow Electronic Quote:	No
Required Date:		Available Date :	06/29/2007 11:00:00 AM			
Info Contact: Tony Riddle @ 713-755-6671 email: tony.riddle@pur.hctx.net						
Bulletin Desc: Term Contract for Plumbing Supplies and Related Items for Harris County						
Ship-to Address:		Bill-to Address:				
		Jack R. McCown 1001 Preston Avenue Suite 670 Houston, TX 77002 US Email: jack.mccown@pur.hctx.net Phone: (713)755-5036				
Attachments: 07/0248						
Item Information						
Item # 1: (670 - 55) Term Contract for Plumbing Supplies and Related Items for Harris County						
Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		LOT - Lot				
Manufacturer:			Brand:	Model:		

Click on the icon to download the file.

Attachment File Detail: 07/0248			
Name :	07/0248		
Description:	Plumbing Supplies and Related Items		
File :	 070248.doc		
Location:	agency		
Size:	367,616 bytes	Last Modified On Disk:	06/29/2007 10:53:14 AM
Uploaded:	06/29/2007 10:53:20 AM	Uploaded By:	Vanessa Johnson
<input type="button" value="Exit"/>			
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You can open the document now, or save to your desktop.



HARRIS COUNTY BID COVER SHEET

Job No. 07/0248

Date Due: **July 16, 2007**

DUE NO LATER THAN 2:00 P.M.

LOCAL TIME IN HOUSTON, TEXAS

*Bids received later than the date and time
above will not be considered.*

BID FOR: Term Contract for Plumbing Supplies and Related Items for Harris County (For one
year beginning approximately August 1, 2007)

OFFERORS NOTE!!

*Carefully read all instructions, requirements and
specifications. Fill out all forms properly and
completely. Submit your bid with all appropriate
supplements and/or samples.*

*Please return bid in an appropriately sized envelope or
box. PACKAGE MUST SHOW THE JOB NUMBER,
DESCRIPTION AND BE MARKED "SEALED BID".
Designated bids may be submitted electronically.*

RETURN BID TO:
HARRIS COUNTY PURCHASING AGENT
1001 PRESTON AVENUE, SUITE 670
HOUSTON, TEXAS 77002

For additional information, contact: Tony Riddle at (713) 755-6671

Please fill out package completely and click on "Save As" and a name (ex. Company's initials and the job number).

At this time, we are not receiving bids/proposals electronically. Please print your response and return according to information on the bid/proposal cover sheet.